

Title: Time Studies

Purpose

Cost data on WIC program activities is needed to demonstrate that nutrition services and administrative costs do not consist disproportionately of administrative overhead.

Authority

USDA Policy Memorandum WC-02-08-P, Cost Allocation Guide Revision

Policy

Staff in the State and Local Agencies will continuously generate documentation that supports 100% of the distribution of time and effort for employees who are engaged in multiple programs or cost objectives. Time reporting must specifically be tracked in the four following categories: Nutrition Education, Breastfeeding Promotion, Client Administration and General Administration.

Nutrition Education: Individual or group education sessions and the provision of information and educational materials designed to improve health status, achieve positive change in dietary habits, and emphasize relationships between nutrition and health, all in keeping with the individual's personal, cultural, and socioeconomic preferences.

Breastfeeding Promotion: Strategies, initiatives, and services to encourage and increase the initiation and support the duration of breastfeeding among WIC participants. Breastfeeding promotion and support is considered a type of WIC nutrition education.

Client Services:

Answering phones, reminder calls, clinic set up and sanitization, WIC eligibility, WIC education, weight/height, data entry, appointment(s)/book, WIC eligibility (certification/phone call/walk in) and education, check education and set up, benefit issuance, addressing mail; Communication (Emails, Phone Calls, Correspondence/Letters); Trouble shooting check problems; Outreach/regional travel for client services; Participant Vendor Counseling; WIC Marketing Activities; WIC Survey Tallying; Client Service Education and Travel; Referral Material Development

General Administration:

Reviewing emails, policies, fiscal reports, annual budgets, month end reports, inventory and security, time studies; Communication (Emails, Phone Calls, Correspondence/Letters); Personnel, management issues, staff supervision, staff scheduling, payroll issues, program planning, chart audits; Outreach/Regional Travel-Admin; Administration education, training, travel; Vendor activities.

I. Report Months

- A. Local agency staff will complete a time study for the following months: October, January, April and July.

II. Report Method

- A. You may keep your time study manually (pencil & calculator) or electronically (Excel).

III. If you choose to keep records electronically, you may enter the information on the computer in your file and save it, or you may print out each day's spreadsheet and keep a record manually of each day's activities, then transfer the information over to your Excel File. Transferring daily activities from manual records to the computer file may be done at the end of each day, at the end of each week, or at the end of each month using your hard copies. These hard copies need to be saved in your office for a three (3) year period.

IV. Electronic Method (Excel)

- A. From the email (or disk) provided by the State WIC office, open the attached documents by right clicking on the icon and then left clicking on "OPEN."
- B. Please create a master file of each document by saving them to c:\wic\excel\ (Filename).
- C. Please save a master file of the Instructions, CPA Time Study, and WIC Aide (or whatever name your agency uses for administrative staff) Time Study.
- D. Open your Excel file
- E. Click on the first tab labeled "Summary Time Sheet"; enter your name and the month/year of the time study.
- F. EACH DAY OF THE MONTH has a separate tab, so you will keep a record for each day worked.
 - 1. For example, if you worked on July 1st, you will click on the tab labeled "Day 1" and enter your time in minutes of tasks/activities. Since July 3-4 is the weekend and July 5 is a holiday, you will not enter any information on Day 3, Day 4, or Day 5.
- G. If you take annual/sick leave, do not record that time. Also, do not record breaks or lunch.
 - 1. For example, if you take two, fifteen (15) minute breaks on a given day, you will only report your time worked less 15 minutes per break (i.e. You typically work an 8-hr day and take 2, 15-min. breaks, so your recorded time worked would be 7 ½ hours).
 - a. Note: If you would like to add more tasks/activities, and they are not on this spreadsheet, you may enter more items under "Day 1" in the blank description areas. This new information will automatically be added to each day of the month
- H. For each day worked, click on the tab for that particular day (i.e. July 22 would be "Day 22).
- I. Enter the amount of time in minutes spent on each activity by category, under the column labeled "Min." next to the appropriate description of the activity/task
 - 1. For example, if an Aide worked 4 hours on answering phones, reminder calls, etc., she would enter 240 minutes in the column next to that category. Make sure to convert hours to minutes (# ours X 60 Min.) Then, she worked 1 hour on the newsletter, so she would type a description in a blank cell under the

appropriate category, in this case “Client Serv” and she would enter 60 under the “Min” column next to the Newsletter description.

2. As another example, a CPA spent 300 Minutes (5 Hours) counseling on nutrition education, so she would enter 300 next to the appropriate description/category. She also spent 120 minutes working on a Vitamin A article for the newsletter, so she would enter 120 min. next to the corresponding category/description.
- J. If you traveled to a satellite site, just enter the total amount of minutes of travel (including pack-up/loading time) in the designated box at the top left of the spreadsheet. The breakdown % will automatically be calculated based upon a weighted average percent determined by the state office.
1. For example, on July 1, a CPA traveled 120 minutes (2hrs) to a satellite clinic, so she would enter 120 in the designated box. The spreadsheet will automatically calculate the minutes for each category breakdown.
- K. Make sure to do a time study for only days worked. (Do not account for leave taken, weekends, or holidays).
1. For example, if you took annual leave July 2, do not enter anything on this day. Say you returned to work July 6, you would click on the tab labeled “Day 6”. Enter your time in minutes for each activity accordingly.
- L. The only calculation you will need to do is converting hours to minutes. Make sure you enter all of your time in MINUTES. These spreadsheets will calculate everything for you in hours and automatically carry the information to the “Summary” sheet. The only information you will be able to add on the Summary Sheet is your name and month/year of the time study.

V. Manual Method

- A. If you choose to keep records manually, please print out each day in the spreadsheet (Day 1-Day 31) and the summary page. IT IS ENCOURAGED THAT YOU TRANSFER YOUR INFORMATION INTO THE EXCEL FILE TO EXPEDITE THE REPORTING PROCESS.
- B. Once all 31 days are printed, please mark out those days that are not days in the workweek (i.e. holiday, weekends, Leave Time).
- C. Under the appropriate category and description, record the time spent on activities in minutes. For travel to satellite or outlying sites, calculate the breakdown percent by using the following percentages:
 1. CPAs: Client Services 52%, Nutrition Education 23%, Breastfeeding 4% Administration 21%
 2. Aides: Client Services 70% and Administration 30%
- D. Then, calculate each category total in hours and transfer the information to the summary sheet and total the summary sheet. (This method may be more time consuming).

VI. Submission Deadlines

- A. This spreadsheet must be submitted to the state office no later than the 5th of the following month.

VII. Semi-Annual Single Cost Object Certification

- A. Montana State WIC Staff will complete the “Semi-Annual Single Cost Object Certification” form yearly (October and March) and submit the signed form to the Regional Office. This signed form is the time study for persons who work 100% of their time in only one WIC cost objective.